

Clackamas Community College Instructional Standards and Procedures Committee Charter

DRAFT

Mission:

The Instructional Standards and Procedures (ISP) Committee is charged with the task of regularly reviewing as well as updating, adding and deleting the Instructional Standards and Procedures of Clackamas Community College. This committee works to maintain a fair and thorough process in the consideration, evaluation and decision-making related to Instructional Standards and Procedures.

Purpose:

The Instructional Standards and Procedures Committee is part of the Clackamas Community College shared governance process. Instructional Standards and Procedures provide students and staff with information and procedures related to the students' overall academic experience in enrollment, coursework, and degree and certificate completion at Clackamas Community College.

Definitions:

Standards: rules or principles that are used as a basis for evaluation and judgment

Procedures: established ways of doing something, processes that are followed in a systematic way.

Instructional Standards and Procedures: (We need a definition or stated criteria here? College or President's Council might be able to provide input/parameters...see highlighted above in purpose statement)

Meeting Schedule:

The ISP Committee meets on the second and fourth Friday of each month from 8-9:30AM.

Scope:

The ISP Committee is tasked with the following duties and responsibilities:

- Provide input to establish best practices regarding Instructional Standards and Procedures at CCC;
- Inform and consult with students, faculty, administration and enrollment/graduation services staff regarding Instructional Standards and Procedures
- Decide which Standards are priorities and in need of review based on need and a five year review cycle;
- Provide a process for bringing forth new standards
- Determine whether or not a policy should be included in the ISP Manual
- Maintain a list of the current status of all ISPs that includes subcommittee or workgroup assignments and target dates.
- Communicate additions and changes to the ISP Manual with all faculty and staff.
- Bring any new, revised, or deleted ISPs to the attention of College Council for adoption.

Process:

- Review standards and/ or procedures in committee sessions, (new and existing) ***we need to establish a procedure for bringing forward new standards.**
- Establish subcommittees for a more focused evaluation

- Gather input from additional college stakeholders/resources as needed
- Review any associated legislation or other related external requirements
- Bring revisions/recommended changes back to the full committee for discussion
- Incorporate full committee feedback into a draft to submit to College Council
- Take the revised or new standard to College Council (two read minimum)
 - If the standard is approved by College Council it is added to (or removed from) the Manual, if not,
 - It goes back to the Committee for further work and is brought back to College Council for Final Approval.
- When College Council approval occurs, it is added to (or removed from) the ISP Manual
- The new or changed Standard and/or Procedure is published on the ISP website where it can be accessed by the college community
- The new or changed Standard and/or Procedure is shared with faculty and staff by the ISP committee recorder and/ or the registrar.

Relationship to Other Committees

The ISP committee works in conjunction with the Curriculum Committee and reports to the College Council.

Membership

Membership on the ISP Committee shall have broad representation from all academic divisions at the college, and will include faculty, classified, administration and students. Some members will be considered permanent, while others will be on a one or three-year appointment, with membership staggered among the three years for continuity. Members will be appointed to the committee by their Dean. The number and allocation of members are listed in the following table:

Area of Representation	Length of Service
Chairperson	
Dean, Arts & Sciences	Not Applicable
Institutional	
Ex officio member: Vice President of Instruction and Student Services	Permanent
Dean (or Associate), Arts & Sciences	Permanent
Dean (or Associate), Academic Foundations and Connections	Permanent
Dean (or Associate), Technology, Health Occupations and	Permanent

Workforce	
Dean, Curriculum, Planning & Research	Permanent
Curriculum Specialist, Recorder	Permanent
Registrar or Director of Student Academic Support Services	Permanent
Evaluations or Advising	Permanent
Arts & Sciences	
Art, Music, Communication Studies	3 years
Social Science or World Languages	3 years
Science & Engineering	3 years
Business & Computer Science	3 years
Horticulture	3 years
At-Large (Faculty)	3 years
Academic Foundations and Connections	
English	3 years
Skills Development, ESL/PIE	3 years
Math	3 years
At-Large (Faculty)	3 years
Technology, Health Occupations and Workforce	
Manufacturing, Automotive	3 years
Health Sciences	3 years
Criminal Justice, Human Services, Education, Fire Science, Apprenticeship, Customized Training	3 years
At-Large (Faculty)	3 years

Other	
Part-time Faculty Rep	Must be employed by the college during term
Classified Association Rep	2 years
ASG	1 year (or rotating)